

## **INSTRUCTIONS**

The format of the QPL is designed to parallel the Washington State Department of Transportation (WSDOT) Standard Specifications. Products meeting the requirements of a General Special Provision (GSP) and Standard Plans follow the Standard Specification listings. Appendix 'A' contains codes, which reference directions and explanations as to how materials are to be accepted on the job. Appendix 'B' contains numbered notes that give additional information or instruction pertaining to that material. The 'Notes' are organized according to Specification Reference. Please take a few minutes to thumb through this manual and get familiar with the layout.

### **Contractor:**

1. Find the desired product by Manufacturer and name under the appropriate Standard Specification for the Bid Item of the Contract.
2. Read what will be required for acceptance under the Acceptance Code in Appendix A.
3. Read the applicable numbered notes (if any) in Appendix B.
4. Make a copy of the QPL page to use as your form for submitting to the Project Engineer.
5. Highlight the product you intend to use from that page.
6. Fill in the heading information and the Bid Item # for the product being used.
7. Submit this completed page to the Project Engineer.
8. Order the material, requesting Manufacturer's Certificates of Compliance, test reports, etc., if required by the Acceptance Code.

### **Materials Documentation Technician:**

1. Date Stamp and assign tracking number, if desirable.
2. Check the QPL page for completeness.
3. Check that the product is listed under the appropriate specification for the bid item noted.
4. Check the Special Provisions for any extenuating circumstances precluding the use as given.
5. Look up Approval Codes and numbered notes in the Appendices of this manual.
6. Document what is required for Acceptance in your materials tracking program.
7. Make a copy for the Field Inspector's use, especially if the product is to be "field accepted".

### **Field Inspector:**

1. Check that the product is appropriate for the bid item listed.
2. Check the Special Provisions for any extenuating circumstances precluding the use as given.
3. Look up Approval Codes and numbered notes in the Appendices of this manual.
4. For 'CA' (Conditionally Approved) items:  
Read the 'Acceptance Code' in Appendix 'A'. See that the required documentation has been received and is acceptable as verification that the product meets the specifications of the Contract prior to placement, or that a waiver has been approved per Std. Spec. Section 1-06.3.
5. For 'A' (Approved) items:  
Read the 'Acceptance Code' in Appendix 'A'. Verify that the product submitted by the Contractor is the same as approved on the QPL page and is being used in accordance with the plans and specifications. Retain label, bill of lading, delivery ticket, etc. as necessary.  
Document acceptance by one of these methods:
6. Acceptance Documentation:
  - (A) Using the QPL page, fill in the Qty., your initials, and the date.
  - (B) Note product, quantity, and basis of acceptance in your Inspectors Daily Report (IDR) or in a Field Note Record.
  - (C) Fill out a 'Field Acceptance/Verification Report' (one is provided in the back of this manual).

Turn in the completed documentation and supporting paperwork to the Project Office.